



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of PUBLIC Safety Uniform Division - Driver Services Section P.O. Box 1456 Atlanta, Georgia 30301		DEC 14 1973	73-590 DEC 21 1973
		4. Person to Contact P.W. Nugent Sergeant Nugent	
		5. Working Title Chief Examiner	6. Tel. No. 5894

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 69-present	9. Exact Series Title Drivers Examination Inspection File
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10. What is the function of the office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Inspection of Post Administration, Examining Office, Equipment, Driver Test Route, Personnel & Public Relations.

Includes Only: Inspection Record (DPS-178) old form number (DLB-31).

File arranged: Numerically by State Patrol Post number thereunder chronologically by date.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/2			.20	.15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? Drivers License Examiner, Inspection Officer, Troop Commander [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept see below years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. X ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- 1-Chief Examiner's Copy: Cut off each CY; hold in CFA 1 year; then destroy.
- 2-Driver's License Examiner's Copy: Cut off each CY; hold in CFA 1 year; then destroy.
- 3-Inspecting Officer's Copy: Cut off monthly; Hold CFA 6 mo.; destroy
- 4-Troop Commander's Copy: Cut off monthly; Hold CFA 6 mo.; destroy

(X) Concur () Nonconcur

Carroll Hart
Supervisor Driver Services

(Indicate briefly rationale for recommendations above/or write additional remarks):

State Management Officer (Signature) <i>Donna L. Wilson</i> Date <u>12-5-73</u>		OTHER REQUIRED SIGNATURES		DATE	
Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William H. Hagan</i>		<u>12-5-73</u>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>		<u>12-18-73</u>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hagan</i>			